



SIGN VARIANCE SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist may be helpful, it is not designed to be a substitute for the Sign Code provisions. Applicants are expected to review the details of the code.

A pre-application conference shall be scheduled with the Planning Staff prior to Sign Variance submittal. The following information needs to be provided at the pre-submittal meeting:

1. Preliminary drawing, site plan and photos (as applicable) of sign(s) proposed for variance.
2. Vicinity map of property on which sign is to be located.

By 5:00 p.m. on the published submittal date the following information, as specified in Chapter 15.16.040 of the Manitou Springs Sign Ordinance, shall be provided to the Planning Department:



- ☐ 1) A completed Development Review Application form with nonrefundable application fee.
- ☐ 2) A letter of explanation, which provides justification for the requested variance based on the criteria stated in the Sign Ordinance.
- ☐ 3) All the submittal materials as required for a Sign Permit Application.